

Formal Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Company/Department Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally complain about the excessive construction noise coming from [construction site location] that has been ongoing since [start date]. The noise has been disruptive to my daily life and has negatively impacted my ability to [mention any specific issues, e.g., work from home, relax, sleep, etc.].

Despite my attempts to address this issue informally with [mention any previous communication, e.g., conversations, emails], the situation has not improved. The noise level consistently exceeds acceptable limits and occurs at various hours throughout the day.

I kindly request that you take immediate action to mitigate the noise levels, including but not limited to, limiting construction hours and utilizing quieter equipment. I believe that a resolution can be reached that respects the rights of both the construction team and the surrounding residents.

Thank you for your attention to this matter. I look forward to your prompt response and a suitable resolution.

Sincerely,

[Your Name]